

Didja Know?



- Did you ever want to know what's the status of your travel authorization?
- Well, help is here.
- Follow these instructions and you can solve the “mystery”.



Defense Travel System

A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

DA180KSAHRO

Org Access: DA180KSA

Group Access: KSA

Permission: 0,1,2,3,4,5

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
		09	AUTH
		09	AUTH

Message Center

**** UPDATE **** The OCONUS mileage calculation using the Defense Table of Official Distances (DTOD) link in DTS is now correctly calculating the distance between OCONUS locations. Travelers who used a private vehicle at OCONUS TDY/TAD locations after 3 April 2009 and have filed vouchers may need to amend their voucher for reimbursement of the full amount for mileage driven. If you were not reimbursed correctly, you should amend your voucher by removing the original mileage expense. Using the DTOD link, recalculate your mileage and enter

Log on to DTS. Click on Official Travel then Authorizations/Orders

Logged In As:

Document Name:

Traveler Name:

Document Type:



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View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

Open Document VIEW-ONLY: ☒

OK

Cancel

**If you get this screen –
Do NOT uncheck the block**

[Close Window](#)
[this screen](#)

Logged In As:

Screen ID: 1001.1

[Close Window](#)

Traveler Name:

Document Type: Authorization

[Help for this screen](#)

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[View Vouchers](#)[View Local Vouchers](#)[View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[➤ Create New Authorization/Order](#)[➤ Create Trip Template](#)[➤ NEXT 25](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
DCARLINGTONVA073012_A01-01	07/30/12	RECONCILED	1B2GYA	➤ view	➤ print		

Locate your authorization then CLICK

CLICK

Logged In As:

Document Name: DCARLINGTONVA073012_A01-01

Screen ID: 1003.1

[Close Window](#)

Traveler Name:

Document Type: Authorization

[Help for this screen](#)

Defense Travel System

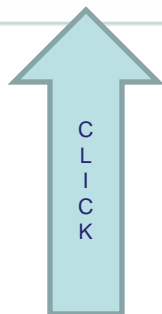
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Adjustments

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by **) may be further adjusted or routed. All other document versions are only "VIEW".

[Print All](#)[Print Current and Approved Versions](#)[Print Document History](#)

View/Edit	Print	Type	Level	Date	Time	Adjustor
view	print	ADJUSTMENT	4	07/25/12	0725	CTO



Click "view" on the top entry

[Return to Document List](#)

Screen ID: 1064.2

[Close Window](#)
[Help for this screen](#)

Click on "Digital Signature"

Accounting Additional Options Review/Sign
Auths. Pre-Audit Digital Signature

Print Document

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

None

Comments from the Travel Agent:

None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

[RETURN TO LIST](#)[Preview](#)[Other Auths.](#)[Pre-Audit](#)[Digital Signature](#)

Digital Signature

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

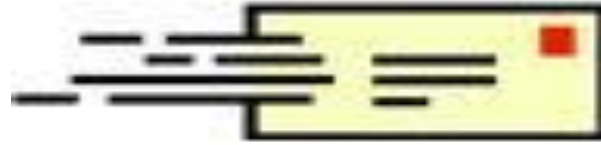
Pending Routing Actions

None

Document History

Status	Date	Time	Name	Remarks
CREATED	05/02/12	1253	Your Name	
SIGNED	05/02/12	1338	Your Name	
REVIEWED	05/02/12	1348	Reviewer's Name	
APPROVED	05/02/12	1409	Approver's Name	
BUDGET ADJUST	05/02/12	1409	Approver's Name	Trip #1 DA180PEC 12 PEC ST TECH 2012 QTR: 3 \$1148.54
PAY LINK	05/02/12	1410	Pay Mod Generated	Document data-linked to Payment Module

And now you can see that your authorization HAS been approved.



Also, as soon as the Approving Official clicks the “Submit this Completed Document” on his or her end, you receive a DTS email indicating your authorization have been approved.





So now you know how to see where you are
in the Approval process!